## Notes of the Neighbourhood Planning Meeting Thursday November 6<sup>th</sup> 2014 7.30pm Methodist Church Hall. Upper Caldecote

**Present:** Stephanie Bennett (SB), Richard Cass(RC), Cllr Paul Daniels (PD) Cllr Tony Dawson (TD), , Cllr David Milton(DM), Shirley Mullen(SMM), Jill Parker (JillP), Cllr Helen Papworth (HP Co-Chair), Cllr Ian Robinson (IR), Phil Sandell (PS Co Chair). Jonathon Payne (John P). Carolyn Henegan (CH)

	AGENDA ITEMS	ACTIONS
1	Recording proceedings of Steering Group Meetings (SGM) Request received by PS to video record SGM. Case for; to provide permanent record and allow parishioners to analyse proceedings. Case against; SGM not a public body so no legal requirement to be videoed.  Vote 4 Yes, 9 No.	Request denied
2	Apologies Neil Campbell. Sally Mandley. Josie Maudlin	
3	Minutes of Last meeting/matters arising Minutes signed as an accurate recording. Now have two JP's – to be known as Jill P and Jon P.	SB
4.	Declarations of Interest/Terms of Reference  Both forms have been e mailed to members for completion. Some handed to the admin secretary. Those missing to be followed up.	Jill P
5	Working group reports  The date of each group meeting to be communicated to Jill P who will maintain a plan diary.  Groups will provide a brief written report for each SGM  Project Planning Group (PS)  Master plan (Agenda item 8) produced to provide an absolute record, prevent drift, allow working group members to own it. 2 year project to include areas of housing, environment, community, recreation, economic expansion and infrastructure.	ALL Jill P Group Leads Group Leads
	<ul> <li>Green Infrastructure Plan (GIP) (RC)</li> <li>Scoping exercise completed. Flowchart of plan produced.</li> <li>Cliff Andrews (BRCC) has made a modified timetable for GIP.</li> <li>Need to confirm links with BRCC staff and ask BRCC to prepare a timetable based on their table of GIP steps and timescale diagram (previously submitted).</li> <li>GIP to be produced in conjunction with Neighbourhood Plan so important strategic objectives will be included.</li> <li>Responsibility for flood plains to be agreed between RC &amp; HP. Cliff Andrews has historical evidence.</li> <li>Confirmed to IR by PS that use of woodland could be considered in GIP.</li> <li>RC to inform Jill P of date of proposed workshops</li> </ul>	RC HP
	Research and Analysis (Jon P) 2011 census parish profile obtained. Questions tabled to CBC re the robustness of midterm forecasts for small areas. Current business list produced from internet search and in process of verification. Information on land use awaited.	
	<ul> <li>Communications and Community Engagement (Jill P &amp; IR)</li> <li>Recent promotion of NP through article written for Biggleswade         Chronicle and posters advertising SG meeting— parishioners asked         to send questions or skill sets to Co- chairs. No response had been     </li> </ul>	

	<ul> <li>received.</li> <li>Suggested methods for future community engagement were to:</li> <li>segment Parish according to social, business, religious, educational and age links.</li> <li>use leaflet drop and articles in parish magazines, posters, press articles, presentations.</li> <li>consider a web site and e mail address set up by group member (see item 10).</li> <li>acknowledge those who offered skills at Village Show. Acknowledgement will be sent subject to scrutiny by co-chairs.</li> <li>Some group members perceived the scrutinising process of material prior to publication to be counterproductive in terms of time taken.</li> <li>General discussion ensued in which the following motions were agreed.</li> <li>What goes into the public domain must be proof-read to ensure accuracy of content and grammar</li> <li>Scrutiny of communication group's material content by a member of another group would be beneficial</li> </ul>	ALL
	<ul> <li>Final proofing to be the Parish Council Co-Chair</li> <li>To book any venues and arrange promotion of the next NPNPSG</li> </ul>	10
	meeting and public workshops.	IR
6	Green Infrastructure commissioning of BRCC Uncertainty about cost of BRCC involvement and the commissioning body who needed to send the commissioning letter. HP to discuss with Clerk to Parish Council as soon as possible as BRCC are ready to start	НР
7.     8	Report from Northampton NP Master class (PS) PS attended a useful regional meeting where a lot had been learnt about the NP process. As a result Master Plan had been amended. Leads of Working Groups will need to work together where necessary. The Writing Group will need to be set up sooner than originally planned.  Master Plan and Work Group Activity (PS) The Master Plan source 2 very period and allowed province apparturity to	
	The Master Plan covers 2 year period and allows groups opportunity to mesh what they propose to do with strategic aims and objectives.  Working Groups considered their next activities in light of the Beginning Consultation phase of the plan.	
9	<ul> <li>Financial Report</li> <li>Meeting required between IR CH Co-chairs to set budget</li> <li>Budget statement to be prepared for next meeting</li> <li>NPNPSG can apply for the balance between grant already secured and up to £7,000 to cover the period from end of November to March.</li> </ul>	PS IR CH PS HP
10	Website Three proposals were considered i. The Parish Council website ii. Northill Parish website ( set up by THINC) iii. An independent website e.g. <a href="www.icon.org">www.icon.org</a> ( Initiative in Community of Northill) with associated e-mail address  The Clerk of The Parish Council has to administer option i, option ii also involves an external administrator and option iii would need an administrator appointed by the Steering Group. The same scrutinising would need to be done as agreed for all publicity. Recommendations to	PS/SB
	next SG meeting	
11	AOB The name of the NP process and logo to be decided at next SG meeting. HP queried why meetings were still being advertised as open meetings when business meeting such as this one would be of little interest to the	

	general public. A vote was taken on "Steering Group Meetings should be open to the public" and was defeated.	
12	Date and time of next meeting	
	Wednesday 7 <sup>th</sup> January. 7.30pm.	
	Communication Group to source venue and confirm with SB by 30th	Jill P
	November 2014	